



## Deputy Headteacher at St Andrew's Church of England (VA) Primary School

Start date: September 2019

Contract type: Full Time

Salary: Range Group 4, L11 (£51,234) - L15 (£56,434)

Contract term: Permanent

St Andrew's Church of England (Aided) Primary School is a three-form entry (590 pupils) vibrant school in Hove. The school was judged to be 'Good' by Ofsted in March 2019.

The Governors are seeking to appoint a dynamic, enthusiastic and inspirational Deputy Headteacher to join our highly dedicated staff team and work alongside our Headteacher who was appointed in January 2019. The prospective candidate should be an outstanding leader and classroom practitioner who has the passion, skills and determination to rapidly improve pupil outcomes for all groups of pupils in the school. This is an exciting point in the development of our school. The governors will look to the new deputy to work with the Headteacher to build on what has made - and continues to make – St Andrew's successful and distinctive, whilst at the same time developing a robust strategy for the future.

This will be a non-class based position but with some teaching commitment. We are looking for a deputy who will demonstrate personal, visible and accessible leadership and build on strong foundations that will inspire the continued momentum and ambition for the school. The successful candidate will embrace our clear Christian vision and values and bring inspirational drive and ambition for continual improvement that is demonstrated through improved outcomes for our children.

The role will focus on raising standards through frequent monitoring and evaluation, continuous feedback and support to staff, extensive use of pupil performance data, curriculum development and design as well working closely with all stakeholders. The successful candidate must have the ability to multi-task and will have the opportunity for significant leadership and management responsibilities within this vibrant urban school. Experience of maths mastery would be highly desirable.

### **We offer:**

- A genuine opportunity to make a difference.
- 590 delightful, well-behaved children who are inspired to learn in exciting and creative ways.
- An enthusiastic and exceptionally talented staff team who go the extra mile to make St Andrew's a great place to be, who motivate pupils to promote independence and a love of learning.
- A whole school community committed to our Christian vision, values and mission, where excellence is continually strived for.
- An exciting and stimulating place to work.
- A school with fabulous grounds and in close proximity to the beach.
- A Christian school with very close links to our parish church of St Andrew's.

- A school which is well known for the exceptionally high standards in music, the creative arts and sport.
- A commitment to your professional development.
- Opportunities to collaborate with a network of other schools and be at the cutting edge of educational innovation.

**We would like to appoint someone who:**

- Supports colleagues so that innovative teaching and learning exists in every class and in every lesson.
- Understands how children learn best and never gives up on them.
- Will value and develop the strengths and skills of our staff.
- Knows about the latest research in education and how this should impact on our school.
- Is creative, focuses on solutions, and has a growth mind-set.
- Is determined and resilient with high expectations of themselves and others.
- Has a clear vision and rationale for Inclusion and behaviour management that is compatible with our extremely effective approach and standards across the school community.
- Can articulate how to develop a whole school curriculum that innovates, excites and inspires children to want to learn.

The best way to learn more about us is by coming to see us, our school and our enthusiastic and creative children who would be happy to show you around. For further details or to arrange a visit contact the school office, telephone number 01273 770082.

Completed applications should be submitted to our recruitment officer email:  
[recruitment@st-andrews.brighton-hove.sch.uk](mailto:recruitment@st-andrews.brighton-hove.sch.uk)

Closing date: Thursday 2<sup>nd</sup> May with interviews to be held on Wednesday 8<sup>th</sup> May

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974, and is subject to a Disclosure & Barring Service (DBS) Check.

Brighton & Hove Schools - Taking Action for Equality

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# St Andrew's Church of England (VA) Primary School



## Job Description

### 1. Job Title: Deputy Headteacher

Reports to: Headteacher

### 2. Job Purpose and Principal Activities

Working in partnership with the Headteacher, the Deputy Head provides professional leadership, working with the pupils and the local community to fulfil the vision of the Christian ethos of the school. This in turn, secures the school's success and improvement thereby ensuring high quality education for all pupils, and improved standards of learning and achievement.

### 3. Scope and Dimensions

The role holder will be part of the Senior Leadership Team (SLT) and will deputise for the Head, taking full responsibility for the school in the Headteacher's absence. The Deputy is responsible for undertaking performance management and appraisals of a proportion of the teaching staff.

### 4. Accountabilities and Responsibilities

- a) Support the strategic direction of the school by assisting with the development of the School Development Plan (SDP) and with subsequent data analysis to confirm that the agreed objectives are being met. Where they are not being met, assist in identifying why, and work with the Headteacher to put remedial action in place.
- b) Ensure that teaching, learning and behaviour is of the highest standard across the whole school by monitoring and evaluating the quality of teaching and standards of learning of all pupils against the school's expectations and the SDP.
- c) Undertake responsibility for assessment and produce assessment reports to monitor pupil progress. Ensure all teaching staff are aware of and understand the importance of assessment and use it to inform planning and improving pupils' outcomes.
- d) Meet with staff to explain their areas for development and implement action plans, and appropriate follow-up, to enable their development. Ensure all teaching staff and teaching assistants have the opportunity to increase their knowledge by developing staff training (including INSET) and staff meetings programmes to support the areas than need strengthening.
- e) Develop links with governors, parents, carers, other schools, educational institutions, the church, local businesses and the wider community in order to enhance teaching and

learning and each pupil's personal development.

- f) Manage the deployment of staff, making best use of their skills, knowledge and expertise to support the learning of all children. Create and manage the schedule for collective worship, playground duty and other ad-hoc duties and responsibilities of adults within the school to ensure the safety of pupils at all times.
- g) Be the Deputy Designated Safeguarding Lead (DSL) working with the DSL and governors to ensure that all statutory safeguarding duties are complied with and that sufficient resources are available to allow staff to discharge their safeguarding responsibilities. Ensure that all staff and volunteers understand how they can raise concerns about unsafe practices and then deal with these concerns in a timely and sensitive manner.
- h) Lead and develop an innovative and enterprising curriculum with potentially leading a core subject, and teach as needed from time-to-time across the whole school.
- i) Undertake other ad-hoc responsibilities from time to time as determined by the Headteacher which are deemed to be within the scope of the role and the expertise of the role holder.

#### **5. Competencies and behaviours**

- Be able to deliver outstanding teaching and hence be a role model for colleagues.
- Understand target setting, monitoring and data analysis.
- Be able to analyse and interpret numerical data, identify trends and monitor standards and achievement against targets.
- Be able to effectively mentor and coach others.
- Understand the needs of children from Foundation to Key Stage 2
- Know both KS1 and KS2 curricula content.
- Know about inclusive and innovative curriculum and assessment provision.
- Understand the implications of Safeguarding, Prevent and other Child Protection legislation upon pupil wellbeing.
- Know about current educational initiatives.
- Be able to plan and prioritise work to ensure that agreed objectives and timescales are met.
- Understand the need for inclusion across the school.
- Demonstrate and understand Christian values and how these are embedded in the teaching, learning and strategic development of a church school.
- Be able to work under pressure and know when to seek help.
- Habitually undertake further professional development (such as national professional qualifications).
- Understand the use of effective strategies to enhance teaching and learning opportunities and improve attainment.
- Understand school self-evaluation and improvement planning.
- Understand current educational initiatives and relevant legislation

- Be able to communicate well orally and in writing to all levels.
- Be able to plan, organise and prioritise.
- Be able to relate to children in a way that engages them in their learning.
- Be able to work independently and as part of a team.
- Be able to motivate and inspire others.
- Be able to develop effective working relationships with all external partners.
- Behave as a leader and manager.
- Embrace change well.
- Deal with difficult situations effectively.
- Demonstrate a commitment to inclusion and wellbeing.
- Positive and resilient with drive, loyalty, integrity, flexibility and good sense of humour.
- Attend school functions and events outside normal school hours.

## **6. Relationships with Others**

Interact on a daily basis with staff, pupils and parents either face-to-face, via telephone or by email as required. Interact at least once per month with governors, visitors to the school and trainee teachers. Ad-hoc interaction is required with outside agencies including counselling services, SEND and other school and child support agencies.

## **7. Work Context and Environment**

The role is ordinarily based at St Andrew's School. The role is predominantly a non-teaching role, but there is a requirement to teach ad-hoc, either to demonstrate excellence in teaching or to help manage the school budget by covering short-term teaching cover requirements.

This is a full time role over five days.

## **8. Jobholder Characteristics**

- DfE recognised teaching qualification.
- Further professional development including middle management training.
- Current enhanced DBS clearance.
- Minimum of 5 years' primary school teaching experience.
- Experience of monitoring and evaluating standards of teaching and learning.
- Experience of successful curriculum leadership and staff development.
- Experience of working well in partnership with staff, governors, children, parents and the wider community.
- Experience of teaching in more than one school.
- Experience of the teacher performance management process and the role of the reviewer.
- Experience of liaising with other local primary schools and feeder secondary schools.



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### Person Specification

Please ensure you provide a supporting statement with your application form (not longer than 4 sides of A4 – font 12) to show how you meet the skills and qualities set out in this specification

Essential Criteria	When/how identified
<b>Qualifications and Experience</b>	<b>Application Form/ Certificates / Interview / Testing</b>
Qualified teacher status	C
Teaching experience minimum of 5 years with experience of KS2 and other KS experience preferable.	AF/I
Evidence of improving classroom practice to deliver good and outstanding teaching	AF/I
Substantial experience of senior leadership in a primary school	AF/I
Experience of work with external partners and other agencies for the well-being of all pupils and their families	AF/I
Involvement in school self-evaluation and development planning	AF/I
Demonstrate an understanding of the importance of safeguarding, forming and maintaining appropriate relationships and personal boundaries with children and young people	AF/I
Demonstrate resilience in the face of challenging circumstances.	AF/I/T
<b>Knowledge, Skills and Attributes</b>	
Understanding of high quality teaching, the ability to model this for others and support colleagues to improve their practice.	AF/I/T
Ability to use data analysis to develop strategies for raising achievement and monitoring progress.	AF/I/T
Ability to lead and manage change	AF/I/T
Knowledge of the impact of current educational challenges and future trends	AF/I/T
Knowledge of the wider curriculum beyond school and the opportunities it provides for pupils and the school community	AF/I/T
Ability and experience in managing staff performance and development.	AF/I/T
Ability to communicate a vision and inspire others	I

<b>Essential Criteria</b>	<b>When/how identified</b>
Excellent organisational skills, with the ability to work under pressure and prioritise effectively.	AF/I/T
Strong interpersonal skills and able to use a range of leadership styles.	AF/I/T
Maintaining confidentiality at all times	AF/I
Commitment to a curriculum which engages and enthuses children and leads to a love of learning.	AF/I/T
Proven ability to manage behaviour and create a positive ethos.	AF/I/T
Commitment to the promotion of an inclusive school community.	AF/I/T
Commitment to all aspects of the extra-curricular life of the school.	AF/I
Promoting the ethos and values of the school. Demonstrate and understand Christian values as part of the teaching, learning and strategic development of a church school.	AF/I/T
Be able to plan and prioritise work to ensure that agreed objectives and timescales are met.	AF/I

<b>Desirable Criteria</b>	<b>When/how identified</b>
<b>Qualifications and Experience</b>	<b>Application Form/ Certificates / Interview / Testing</b>
Experience in a large school	AF/I

**Notes:**

This job description may be amended at any time in consultation with the post holder.